GRADE DATABASE QUESTIONS

1. **How do I move a student to the playground or to a classroom?**
    - To move a student, highlight the student name; double-click the location you want the student moved into, click on file on the new location, and then click on Move Selected Student Here.

2. **How do I highlight more than one attribute for a student?**
    - Hold down the Ctrl key on your keyboard and click on each attribute that applies to the student.

3. **I created a duplicate of one of my students. What do I do with the duplicate?**
    - Move the incorrect duplicate student to the playground.

4. **I created a new classroom, but I cannot find it. Where is it at?**
    - Single-click the folder icon, next to the name of your school, and all the classrooms under your school will show up.

5. **If my school is Title 1 school-wide, do I have to mark every student as Title 1?**
    - No. You do not need to do this.

6. **How do I change the ID number next to the name of my classrooms?**
    - You cannot change these. This number is unimportant.

7. **If I cannot find a student in the playground or in my school what do I do?**
    - Add the student as a new student.

8. **When I log in I do not see a playground. Where is it at?**
    - This means that your rights are incorrect. E-mail Kiley Whitaker and he will change your rights.

9. **I am trying to change the Student ID number for my student. When I hit save it tells me the student already exists and asks if I want to move the student to this location. When I hit yes, the same message pops up. How do I change the ID number?**
    - This is a glitch in the system. What you have to do is hit add instead of save. Then when the message comes up hit yes. This will create a duplicate. Move the incorrect student to the playground.

10. **Should we set up separate classrooms for a teacher if they have a split grade class (such as K and 1 in the same class)?**
    - Yes, two classrooms must be set up in the database, one called Teacher 1 class and one called Teacher 2 class.

11. **If our students are highlighted as Intervention students from last year, what do we need to do?**
    - Leave the students highlighted for now and once you have your GRADE results from fall then you can decide if those students need to continue to be flagged for intervention.

12. **Which ID do we use for students in the GRADE database?**
    - The ID you used when bubbling in your student information on their booklets must be the same ID you use in the database.

13. **When I log into the database, my students are not showing up in the classrooms where they were last year. Where are they?**
    - All students have been moved to your school. In order to view your students, double-click on the name of your school and then click the find button. This will show you a list of students located in your school.

14. **How do I find my GRADE reports from the 05-06 school year on the GRADE Database?**
    - Log into the old database at the following link: https://www.agsschool.com/laszlo/ags_smd/index.jsp
    Step 1: Double-click on the locations icon
    Step 2: Click on your school
    Step 3: Click on reports located on the locations screen (This is the screen that comes up when you click on the locations icon)
    Step 4: Click on View Reports

15. **What is my responsibility throughout the year in association with the GRADE Database?**
    - Continue to consistently update the database by removing students who withdraw and adding students who enroll in your school.

16. **If a student withdraws from my school, what should I do with the student in the AGS GRADE Database?**
    - When a student withdraws, place the student in the **playground**. Refer to the GRADE Database – How to Guide to get instructions on

how to do this. It is located at the following link:
http://www.education.ky.gov/KDE/Instructional+Resources/Literacy/Literacy+-+Valuable+Resources/Questions+and+Answers+-+Read+to+Achieve.htm

17. What do we do if we have a new student enroll in our school?

- You will need to add this student in the GRADE Database. Refer to the GRADE Database – How to Guide for instructions on how this is accomplished.

18. When I log in to the GRADE database, the locations screen gives me the message that it is loading my locations, but it never loads my locations. What do I do?

- You will need to download FlashPlayer for your computer. To do this, follow the directions below:

  Step 1: Turn off any pop-up blockers that you have on first.

  Step 2: Try to just click on this link.

http://www.adobe.com/shockwave/download/triggerpages_mmcom/flash.html

  Step 3: When the pop-up comes up asking if you want to install or download click yes.

If this does not allow you to install it then it probably means you don't have rights on the computer to download this or that your proxy is blocking this. In that case the only thing I can suggest is to talk with your DTC.

19. What should we do with our 4th grade students in the GRADE database?

- Move them to the playground.